

CONDITIONAL USE PERMIT APPLICATION CHECKLIST

Case No. C-19-3
Applicant Bob Perdue / Nelson Partners
Address 16-B Journey Suite 200
Aliso Viejo, CA 92656
Phone No. 949-916-7300

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- 08/08/19 application submitted
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- review application materials
- ☐ application form
 - ☐ application fee
 - ☐ findings of fact
 - ☐ environmental checklist
 - ☐ plot plan
 - ☐ adjacent property owners list
 - ☐ legal description
 - ☐ proof of ownership/permission from owner
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- complete plan check worksheet and add case to index
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- process environmental checklist if project is not categorically exempt (SEPA comment period and appeal period must be completed prior to public hearing)
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- transmit legal description to engineering for approval and revision to city's standard format
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- ask planning aide to prepare Location and Zoning Map
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- check adjacent property owners list/submit for typing
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- accept application as complete [P.C.C. 17.175.030(2)]
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- distribute notice of application to the following:
- ☐ Public Works Director
 - ☐ Building Inspector
 - ☐ Fire Prevention Officer
 - ☐ School District Business Mgr.
 - ☐ Police Chief
 - ☐ Parks Superintendent
 - ☐ Recreation Superintendent
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- prepare notice of public hearing (hearing must be held within 90 days of date application accepted as complete)
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- email notice of public hearing to newspaper (observe 11:00 a.m. three days prior to publication deadline; notice must be published at least 10 days prior to the hearing); transmit to engineering/administrative staff for posting/ mailing
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- mail notices of public hearing to applicant and adjacent property owners within 300 feet (notice must be mailed at least 10 days prior to hearing)
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- post notice of public hearing at subject property/ask administrative support staff to prepare affidavit of posting
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- prepare staff report and resolution for Board of Adjustment (BA) public hearing
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- distribute staff report and agenda to BA, applicant, staff, and city web site
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- conduct BA public meeting on conditional use permit application
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- mail BA resolution to applicant with cover letter indicating length of approval period for the conditional use permit